

Peninsula Venues Regular Hire Expression of Interest

1 July 2026 to 30 June 2027



Council policy

Peninsula Venues play a key role in the support of educational, recreational, cultural and social activities and services and make a valuable contribution to maintaining and improving community wellbeing.

These venues are made available to support the delivery of a broad range of activities, programs and services, and therefore are made available for shared use by regular and casual hirers and will not be used exclusively by any one hirer.

There may be times where community use is temporarily restricted due to priority Council business or wider restrictions such as emergency support, service relocation and community venue upgrades.

Regular hire applications

Regular Hirers means Hirers that are hiring a particular community venue on a regular periodic and ongoing basis for a minimum of 10 bookings per year.

The Shire will undertake an annual Expression of Interest seeking applications for the regular hire of community venues. Regular hirers must apply through the Expression of Interest process within the permitted timeframe for new or continued use each year, in line with the Community Facility Hire Policy for equity of access for all.

The spaces available for hire through this process will be at the Shire's discretion based on current municipal service needs and will be advised at the commencement of the process.

The Shire will notify all applicants on their application outcome and the cost of the proposed hire prior to the commencement of the new regular period.

Where multiple requests for the same day/time are received, applications will be assessed against the criteria listed in the Community Facility Hire Policy.

Outside of the annual regular hire process, groups can apply for the hire of venues as and when it becomes available. Short-term casual hire is also considered year-round.

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Venues available

Venue	Bookable space	Maximum capacity
Balnarring Community Hall	Large Hall	150
	Small Hall	80
Baxter Community Hall	Hall	200
Bittern Community Hall	Hall	50
Blairgowrie Community Hall	Hall	200
Boneo Community Hall	Hall	150
Crib Point Community Hall	Hall	100
Currawong Community Hall	Hall	100
Currawong Stables	Meeting Room 1 & 2 (combined)	20
	Meeting Room 3	25
	Art Room	30
	Attic	15
Dromana Hall	Hall	200
Dromana Old Shire Offices	Room 8 – Sandy Christie Room	60
Flinders Civic Hall	Hall	200
	Meeting Room	70
Hastings Hall	Hall	200
Main Ridge Community Hall	Hall	100
Mornington Park Pavilion	Hall	100

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Mt Eliza Community Hall	Hall	180
	Meeting Room	20
Peninsula Community Theatre (PCT)	Hall	500
Red Hill Mechanics Hall	Hall	120
Rosebud Memorial Hall	Small Hall	100
Rye Civic Hall	Hall	200
Shoreham Community Hall	Hall	30
RW Stone Pavilion Somers	Hall	100
Somerville Mechanics Hall	Hall	200
Tootgarook Community Hall	Hall	150
Tyabb Community Hall	Hall	200
Tyabb Girl Guides Hall	Hall	50
Watson Pavilion Portsea	Hall	60

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Expression of Interest process

1. Read the Community Facilities Conditions of Hire

2. Obtain Public Liability Insurance Certificate

Council requires all regular hirers to have and maintain public liability insurance with a minimum of \$20 million cover for any one event with a reputable insurance company operating in Australia.

3. Submit your Expression of Interest online

Applications are required to be submitted via the [Expression of Interest portal](#) in the online booking system between Monday 6th October 2025 – Sunday 26th October 2025.

Please reference the tutorial video below for further assistance or contact the Peninsula Venue Management Team between 9.30am – 4pm Monday to Friday on (03) 5950 1150 or via email venues@mornpen.vic.gov.au.

[How to submit and expression of interest booking](#)

[How to register an account \(new customers only\)](#)

In person and online assistance with the application process is available upon request. Please contact our team on (03) 5950 1150 to discuss availability and to arrange a suitable time.

Criteria for assessment

All applications for regular hire must comply with Council's process to be eligible e.g. are submitted on correct forms with the appropriate supporting documentation within the specified time frame.

Assessment of all Expressions of Interest will be conducted in accordance with the Community Facility Hire Policy to ensure fair and transparent allocation of space.

Where multiple requests for a venue, for the same day/time, are received concurrently, the order in which the booking will be prioritised is as following:

1. For emergency response purposes and to facilitate Local, State or Federal matters
2. Programs delivered for residents of the Peninsula, and which provide a Targeted Service for Community Members in Need.
3. Programs run by providers based on the Peninsula.
4. Hirers delivering activities, programs and/or services that can demonstrate that at least 75% of membership or audience comes from within the Peninsula.
5. Shire officers or Councillors delivering a Council service.
6. Private Community Hirers for private functions / events who are resident of MPS.

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7. Commercial Hirers delivering programs which do not align with clauses a) to d).

There will be consultation with user groups to ensure the best possible outcome for all users and to maximise the usage of available spaces. Council reserves the right to propose alternative arrangements to existing users which may be more appropriate for the booking or activity type.

Venue hire fees

A range of charges will apply to community groups, residents, non-residents and commercial hirers as outlined in Council's adopted Budget for that relevant period.

Regular Hirers will be invoiced each calendar month and payment will be due within 30 days of the issue date. If payment is not received within 30 Days, Council reserves the right to cancel any remaining bookings in its absolute discretion, without being liable for any liability, loss or damage which results therefrom.

Security bond

A 'Security Bond' is required for all regular commercial bookings and all casual bookings. The Security Bond is payable in addition to the appropriate venue hire fees. The bond amount specified will be at the discretion of Council.

The due date for payment of the Security Bond is 30 days prior to the first booking date.

The Bond will be held as security for any damage to the Venue (including the surrounds of the Venue and any equipment or items at the Venue), for any cleaning arranged by the Council if the Venue is left in an unclean condition or for any other breach of the Agreement. Any costs exceeding the bond will be charged to the Hirer.

Subject to the Conditions of Hire the Security Bond will be returned within 14 days of the conclusion of the hire period.

Hire fee increases

All venue hire fees and charges are determined on an annual basis and will be subject to financial year increases as set by Council.

All relevant fees will be automatically applied to bookings in line with the adopted fees and charges. Hirers will be informed of changes to fee rates in line with the budget. It is the responsibility of the Hirer to inform members of their group and participants of these hire rate changes.